



**Department of the Navy
Defense Leadership and Management Program
PROGRAM APPLICATION CRITERIA
For the Class of 2006**



Requirements for Application to DLAMP

To be eligible for DON DLAMP candidacy, a participant must meet all of the following requirements:

- Be a permanent, full-time civilian employee of the Department of the Navy;
- Occupy, on a permanent basis, a position at grade GS-14 or 15, or equivalent (those in broad-banding systems or on grade retention should check with their personnel advisors). Senior GS-13s with *significant* leadership and managerial experience, who have progressed in responsibility well ahead of their peers, and have clearly demonstrated experience that reflects high potential for senior leadership positions may also be considered; and
- Possess a baccalaureate degree from an accredited college or university, or be willing and able to earn a baccalaureate degree (without DLAMP funding) prior to beginning DLAMP activities.

Application for DLAMP

1.) The Participant will:

- Complete the Applicant Information Sheet (**Attachment 1**), certifying that all requirements have been successfully completed.
- Complete Part Ia of the Application (**Attachment 1**) on separate sheets of paper ***using the Challenge-Context-Action-Result (CCAR) Model, preferably using first person, active voice.*** Expect to devote sufficient effort to complete Part Ia of the application in order to clearly convey your proficiency in the Executive Core Qualifications and the Defense Criterion. **Part Ia is not to exceed three pages (using one-inch margins, Times New Roman font, font size 12).**
 - ◇ Ensure that the competency statements clearly substantiate your level of proficiency in each of the six areas as expected of a highly successful senior civilian in the Department of Defense.

Note: A comprehensive guide to the SES ECQ's and the CCAR format can be found in the PDF file: <http://www.opm.gov/ses/pdf/SESGUIDE2.pdf>.

- Complete Part Ib stating the applicant's career aspirations and goals, and why they feel they would make a good candidate for the DLAMP Program.
 - ◆ **This is not to exceed two pages.**
- **Resume** - Provide an updated summary resume, which highlights your work experience, indicating series and grade (ex. GS-343-14).
 - ◆ **The resume is not to exceed three pages**
- **Transcripts** - Copies of all transcripts from courses/schools attended since high school.
- **Mobility Agreement** – Fill out and obtain the proper signatures on the form provided in **Attachment 1**.
- **DON DLAMP Nomination Checklist** – Read, sign and date sections 1-4 of the DON DLAMP Nomination Checklist provided in **Attachment 1**.

2.) The Participant's Supervisor will:

- For part Ic of the Application, in no more than one page, describe his/her observations on the participant's demonstration of the Executive Core Qualifications (ECQ's) exhibiting a level of proficiency as expected of a highly successful senior civilian in the Department of Defense.

3.) The Participant will then do as follows:

- Forward the packet to their Activity Training Officer for review.

4.) The Activity Training Officer will:

- Request background checks of the participant(s) from the HRO, Activity-level EEO Office, IG Office, and Security Office.
- Review the applications for accuracy and completeness, reviewed, & rated.
- Fill out sections 5-7 of the DON DLAMP Nomination Checklist.
- Complete the diversity spreadsheet (**Will be sent as a separate attachment**) and forward to the Claimant level training office.

- The application packages of those best qualified will be forwarded to the Claimant level training office.

5.) The Claimant Training Office will:

- Review, rate, and rank the applications.
- Have the CO or ED/TD nominate the applicants to DASN (CHR) using the Template (In Attachment 1) as a guideline.
- Fill out sections 8-12 of the DON DLAMP Nomination Checklist
- Send the original application (with the original signatures) package, **and four copies** of their packet to the DON DLAMP Coordinator.
- **The original and copies are to be simply clipped together (no staples, hole punching, placing in folders or binders, etc.)**
- Compile their activities' diversity spreadsheets in to one and forward to the DON DLAMP Office **NLT 30 March 2006**.
- All packages must be received by the DON DLAMP Coordinator **no later than 06 March 2006**. It is highly suggested that to send package via overnight courier (Fed Ex or UPS) with tracking, or to have the package hand delivered. Send to:

**Martin Lis
DLAMP Coordinator
Department of the Navy
Office of Civilian Human Resources
Civilian Workforce Development Division
614 Sicard Street
Bldg. 201 (The Crilley Bld.), Suite 100
Washington Navy Yard, D.C. 20374**

DLAMP Selection Process

- The DON DLAMP Coordinator will conduct the initial corporate review of the application. **Those packets which do not follow the criteria outlined above will not be reviewed by the panel.**

- All approved applications will be reviewed by a panel of Senior Executive Service (SES) members. The Panel will evaluate the success of the candidates for each qualification.
- Those packets nominated by DON will be forwarded to the DLAMP Program, CPMS.
- Final Authority to approve the application rests with the DLAMP Program Manager, CPMS, and a vote by the DoD DLAMP Council.



2006 APPLICANT INFORMATION SHEET

Name: _____
First Name Middle Initial Last Name Suffix: Jr./Sr.

Preferred first name: _____ Social security number: _____

Home phone: _____ Home fax number: _____

Home e-mail address (optional): _____

Home mailing address: _____

Employing Component: Department of the Navy
List major claimant: _____
Job title: _____

Pay plan: _____ Occupational series: _____ Permanent Grade: _____
If in a pay banding system, list equivalent GS grade level as verified by your HRO _____

Organization/Activity name and symbol: _____
Organization/Activity mailing address: _____

Work phone: _____ Work fax number: _____ DSN prefix: _____
Work e-mail address: _____

Supervisor's Name and Title (SES, or G/F Officer): _____

Date of last promotion: _____ Acquisition Corps member: ____ yes ____ no

Highest degree awarded: ____ BA ____ BS ____ MA ____ MS ____ MBA ____ MPA
____ JD ____ PhD ____ EdD ____ Other (state _____)

Major field of study: undergraduate: _____ graduate: _____

Current graduate study, if any: school _____ credit hours _____

I certify that all information contained in this application is true & accurate to the best of my knowledge.

Applicant's Signature _____ Date _____

PRIVACY ACT INFORMATION
Authority: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).
Purpose and Use: Used in the administration of the Federal Training Program.
Disclosure: Personal information provided in this application package is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.
Revised 2/02

Attachment 1

Application for DLAMP

Participant Name _____

Part Ia. Qualification Statement

On no more than three separate sheets of paper describe a situation wherein you demonstrated each of the 5 Executive Core Qualifications (ECQ's). Each ECQ should be addressed separately and should be written following the CCAR model and should be written in the 1st person. The 5 ECQ's and Defense Criterion (Part IIa) must not exceed 3 pages using one-inch margins and 12 pt. Times New Roman font. The Participant's name should be at the top of each page.

ECQ #1 – Leading Change

ECQ #2 – Leading People

ECQ #3 – Results Driven

ECQ #4 – Business Acumen

ECQ #5 – Building Coalitions/Communication

DoD Criterion – Broad Defense Perspective

Part Ib. Applicant Statement of Career Aspirations & Goals, and Suitability for DLAMP

On no more than two separate sheets of paper discuss your career aspirations and goals, and why you feel you would be a good candidate for the DLAMP Program. (two (2) page limit.)

Part Ic. Supervisor's Recommendation

*On a separate sheet of paper, the applicant's supervisor is to describe his/her observations on the participant's demonstration of leadership and management skills and potential for senior leadership positions. **The supervisor of a candidate at the GS-13 and equivalent level must thoroughly address how the candidate has exhibited superior performance. Not to exceed one page.***

DON Defense Leadership and Management Program (DLAMP) Nomination Checklist

This checklist must be completed and submitted with the nomination package.
Nomination packages are due to the DON DLAMP Coordinator no later than 6 March 2006.

Applicants should use this checklist as a guide for completing and assembling their DLAMP nomination package. Forward the Applicant Package Checklist and the Selection Procedure Checklist with your package for the convenience of your Claimant and to aid in ensuring that the package is complete and has been properly reviewed. The forms provided (as stated below) must be used. All materials (except the command nomination letter) are to be typewritten using Times Roman Font, Font size 12. The applicant is responsible for ensuring all documentation is obtained and properly assembled (with the exception of item 5, which will be signed by the CO, or ED/TD and added by the appropriate official at your Claimant), and ensuring that the package is sent and received by the DON DLAMP Coordinator by 06 March 2006. Documents must be assembled in the order listed.

Applicant	Applicant Signature and Date
<p>1. I have verified my packet is complete and includes the following nine (9) items:</p> <ul style="list-style-type: none"> • DON Defense Leadership and Management Program Nomination Checklist • 2006 APPLICANT INFORMATION SHEET (Form Provided) • Resume, describing career progression and all training over two-weeks (three-page limit) • Qualification Statement Prepared, describing how you meet each of the ECQs and the Defense Criterion. (Must write a separate paragraph for each ECQ; total three (3) page limit.) • Applicant Statement of Career Aspirations & Goals, and Suitability for DLAMP (two (2) page limit.) • SES/FO/GO nomination specifically addressing your qualifications for DLAMP and potential for senior leadership and management positions (in the form of a letter of recommendation, addressed to DASN, CHR) • Transcripts for all education above the high school level (unofficial copies are acceptable) • Individual Mobility Agreement for Assignment to DLAMP • Claimant endorsement (CO or ED/TD) reflecting rank order for all individuals nominated 	
<p>2. I have signed and attached the mobility agreement. I understand it becomes effective upon selection and continues for the duration of program participation.</p>	
<p>3. I understand that the suggested rotational assignment may include a TDY in a different geographic location, and thus, I must remain mobile as stated in the mobility agreement I signed.</p>	
<p>4. I understand that if selected for in-residence PME, I must sign an agreement for continued service and reimbursement for failure to satisfactorily complete it.</p>	

Attachment 1

Activity	Signature and Date
5. Background checks requested from: <ul style="list-style-type: none"> • HRO • Activity-level Equal Employment Opportunity (EEO) office • Inspector General Office • Security Office 6. Nomination packages reviewed for accuracy and completeness, reviewed, rated. Those best qualified forwarded to Claimant level training office. 7. Diversity spreadsheet completed and forwarded to Claimant level training office for compilation	
Claimant	Signature and Date
8. Nomination packages reviewed, rated and ranked within quadrants.	
9. CO or ED/TD nominates applicants to DASN (CHR)	
10. Complete Nomination packages and copies sent and received by DLAMP Coordinator no later than 06 March 2006	
11. Nomination packages include original application with original signatures, plus four (4) copies of the entire, final packet (all attachments are to be enclosed with each copy) in the following order: <ul style="list-style-type: none"> • DON Defense Leadership and Management Program Nomination Checklist • DLAMP 2006 Applicant Information Sheet • Resume • Qualification Statement Prepared • Applicant Statement of Career Aspirations & Goals, and Suitability for DLAMP • First-Line SES Supervisor's evaluation addressed to DASN, (CHR) • Claimant endorsement (CO or ED/TD) reflecting rank order for all individuals nominated addressed to DASN (CHR) • Transcripts for all education above the high school level • Individual Mobility Agreement for Assignment to DLAMP 	
12. Diversity Spreadsheet completed and forwarded to DON (due by 30 March 2006)	

Attachment 1

**DEPARTMENT OF THE NAVY MOBILITY AGREEMENT FOR
DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM (DLAMP)
APPLICANTS**

Department of Defense Directive (DoDD) 1430.16, 11 Apr 97, Defense Leadership and Management Program (DLAMP), stipulates that mobility is a condition of selection, development, and initial placement into DLAMP positions. In addition, under the mobility provision, the Department of the Navy (DON) policy mandates geographic mobility for DON DLAMP participants.

This agreement invokes the above stated policy and applies for the duration of your participation in the DLAMP program.

As a DLAMP applicant, I _____ understand that if
(Print Name)

I am selected as a DLAMP participant; I will agree to accept assignments to positions that may require functional, organizational, occupational, and geographic mobility. I also understand that if I do not comply with the conditions of this agreement I may be removed from DLAMP as a participant.

Signature of Employee

Date

Printed Name & Signature of Supervisor

Date

Printed Name & Signature of Commanding Officer/
Technical/Executive Director

Date

Signature of DON DLAMP Program Manager
Office of Civilian Human Resources

Date

Attachment 1

SAMPLE Claimant CO or ED/TD Nomination Letter (Mandatory Format)

MEMORANDUM

FROM:

TO: Deputy Secretary of the Navy Civilian Human Resources

SUBJECT: Defense Leadership and Management Program (DLAMP) Endorsement

I am pleased to forward the enclosed nominations for DLAMP. After completing a review of the program requirements, I understand the career developmental opportunities DLAMP provides and support each of these nominees fully participating in the Program. Effective career management of key civilians with the potential for acquiring management and leadership positions is a critical element of our succession plan. Our command is certain that DLAMP will greatly assist our nominees prepare for positions of greater leadership responsibility.

My staff and I have conducted a corporate review of all the applicants, and the following is our priority sequence for selection into this prestigious program:

Acquisition & Logistics Quadrant

Juan A. Abel	GS-15	Highly Recommend
Patricia A. Eaho	GS-14	Highly Recommend
Stafford N. Smith	GS-14	Recommend
Ima Tiffton	GS-13	Highest Recommendation

Scientific and Engineering Quadrant

Dick C. Plan	GS-13	Highest Recommendation
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General Management Quadrant

Emma Traynor	GS-14	Highly Recommend
Patsy Knows	GS-13	Recommend

I have requested background checks from Security, the Inspector General's office, the servicing Human Resources Office (HRO), and the activity-level Equal Employment Opportunity (EEO) office on each of the candidates. No adverse information has surfaced to date. If any such information materializes, we will notify your office.

SIGNATURE BLOCK

Attachment: Application Packages

cc: First Level Endorsers

Deleted: Defense Leadership and Management Program¶

¶ PROGRAM COMPLETION¶ May 2004¶

¶ Background¶

¶ DLAMP is designed to prepare a cadre of highly capable senior civilians to assume broader responsibility by expanding their knowledge of the national security mission and strengthening their understanding of complex policy and operational challenges faced by senior military and civilian officials of the Department of Defense. This document establishes the criteria for program completion and the process by which a participant who has met the criteria may apply for a DLAMP Certificate of Completion. ¶

¶ Requirements for Completion of DLAMP ¶

¶ To be eligible for a DLAMP Certificate of Completion, a participant must meet all of the following requirements: ¶

¶ a. Is an active DLAMP participant in good standing; and¶

¶ b. Has earned a master's or equivalent advanced degree through an accredited college, university, or Professional Military Education institution; and¶

¶ c. Has completed DLAMP leadership course requirements; and¶

¶ d. Has successfully completed senior-level Professional Military Education; and ¶

¶ e. Has had sufficient formal education in key business management and public policy areas (i.e., round-out) as determined in conjunction with the supervisor; and¶

¶ f. Based on a supervisory assessment (described below), possesses a level of proficiency in each of the Office of Personnel Management Executive Core Qualifications (ECQs) ar

... [1]

Attachment 1

Defense Leadership and Management Program

PROGRAM COMPLETION May 2004

Background

DLAMP is designed to prepare a cadre of highly capable senior civilians to assume broader responsibility by expanding their knowledge of the national security mission and strengthening their understanding of complex policy and operational challenges faced by senior military and civilian officials of the Department of Defense. This document establishes the criteria for program completion and the process by which a participant who has met the criteria may apply for a DLAMP Certificate of Completion.

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- a. Is an active DLAMP participant in good standing; and
- b. Has earned a master's or equivalent advanced degree through an accredited college, university, or Professional Military Education institution; and
- c. Has completed DLAMP leadership course requirements; and
- d. Has successfully completed senior-level Professional Military Education; and
- e. Has had sufficient formal education in key business management and public policy areas (i.e., round-out) as determined in conjunction with the supervisor; and
- f. Based on a supervisory assessment (described below), possesses a level of proficiency in each of the Office of Personnel Management Executive Core Qualifications (ECQs) and the DLAMP Defense

Criterion as would be expected of a highly capable senior civilian in the Department of Defense.

(1) The ECQs (Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions/Communication) and underlying competencies, and the Defense Criterion are described in Attachment 1.

(2) The assessment should be performed initially by the participant's immediate supervisor and documented on the Application for DLAMP Certificate of Completion, with a brief narrative description (no more than two pages) of the participant's abilities in each of the six elements.

Application for a DLAMP Certificate of Completion

A participant, with agreement of his or her immediate supervisor, may initiate an Application for DLAMP Certificate of Completion at any time after successfully completing all requirements of the program. Application will be made in writing through channels, as described below, using the form at Attachment 2.

The participant will complete Part I of the Application, certifying that all requirements have been successfully completed. The participant will then obtain the input and endorsement of his or her immediate supervisor in Part II. Review and endorsement of the second-line supervisor is required, unless the first-line supervisor is at the Senior Executive Service or General/Flag Officer level. (Components and their sub-elements may require additional levels of endorsement.) The participant will then forward the application to the Component DLAMP office for consideration and endorsement to the DoD DLAMP office. Authority to approve the application rests with the DLAMP Program Manager, CPMS.

The application may be denied at any level if a determination is made that additional training, education, or experience is required before the participant may be certified as having completed DLAMP. In such cases, the responsible official should provide the participant with specific recommendations for additional development activities. The participant will revise their Individual Development Plan to reflect these additional activities, and forward a copy through the Component to the DLAMP office.

Attachments:
As stated